

**FIRE PREVENTION OFFICER
STUDY GUIDE**

A written examination for the class of **FIRE PREVENTION OFFICER** to be administered in **SHREVEPORT** on **JULY 23, 2013**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE INSPECTION PROCEDURES Knowledge of the processes and procedures necessary to conduct fire inspections.	11.0%
FIRE CODES Knowledge of fire codes, of the legal authority under which the duties of code enforcement are performed, and of liabilities incurred as a result of this authority.	10.0%
FIRE HAZARDS Knowledge of the factors which constitute ordinary or special fire hazards, including materials, conditions, or negligence which may contribute to the start of a fire, or increase the extent or severity of a fire incident.	11.0%
EVIDENCE COLLECTION Knowledge of evidence collection practices and procedures, including knowledge for securing and protecting evidence and the legal parameters relative to evidence security.	5.0%
FIRE CHEMISTRY Knowledge of the chemistry of fire, including ignition flame and smoke spread, and products of combustion.	11.0%
BUILDING CONSTRUCTION Knowledge of building construction in order to verify conformance to fire safety codes and to identify any possible fire hazards.	11.0%
FIRE RECORDS Knowledge of effective records-keeping practices, including preparation and content of assigned forms, records, or reports.	5.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE PROTECTION SYSTEMS Knowledge of portable fire extinguishers, including evaluation of the operational readiness of the systems, proper installation and location of systems.	5.0%
PUBLIC FIRE EDUCATION Knowledge of the principles of public fire education needed to inform the public about fire safety during the performance of regular fire prevention duties, including delivering lectures, talks, and demonstrations.	15.0%
PUBLIC RELATIONS Knowledge of accepted public relations practices in order to interact with the public in various situations including code enforcement, or public fire education activities, and fire prevention activities.	16.0%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Fire Inspection and Code Enforcement, 6th ed., 1998.
Fire and Life Safety Educator, 2nd ed., 1997.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

FIRE PROTECTION HANDBOOK, NFPA, 19th ed., 2003.

NFPA INSPECTION MANUAL, NFPA, 7th ed., 1994.

BUILDING CONSTRUCTION FOR THE FIRE SERVICE, NFPA, Brannigan, Francis L., 4th ed., 2008.
NFPA #101 - Life Safety Code: NFPA, 2006 edition.

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.